

22 APR 1963

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23 APR 1963

Mr. Harold Seidman
card
 Acting Assistant Director for
 Management and Organization
 Bureau of the Budget
 Washington 25, D. C.

Dear Mr. Seidman:

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In response to your letter of April 10, 1963, []
 has been designated to work with Mr. William Gill of your
 staff on the problem of developing Government-wide policy and
 criteria for maintenance of Government-owned ADP equipment.

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I have asked [] to contact Mr. Gill as requested
 and assist him in any way possible.

Sincerely yours,

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
 Executive Director

ADPS/JB (19 Apr 63)

CONCURRENCE: 4/22

Retyped: EA-DD/S:RBF:maq (22 Apr 63)

Distribution:

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K. White
 Deputy Director
 (Support)

V1 ~ ER w/Basic 03
 1 ~ Signing Official
 2 ~ DD/S
 1 ~ C/ADPS

(EXECUTIVE REGISTRY FILE *Bureau of the Budget*)

Approved For Release 2003/01/29 : CIA RDP80B01676R002800080006
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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
|-------------|------------------|----------------|----------|
| 1 | DD/S | 4/18- | KMT |
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| ACTION | DIRECT REPLY | PREPARE REPLY | |
| APPROVAL | DISPATCH | RECOMMENDATION | |
| COMMENT | FILE | RETURN | |
| CONCURRENCE | INFORMATION | SIGNATURE | |

Remarks:

Please prepare an appropriate
reply for Kirk's signature,
naming the person who will
contact Mr. Gill, and route
via this office. RMT

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Executive Director

12 Apr 63

Approved For Release 2003/01/29 : CIA RDP80B01676R002800080006
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FORM NO.

2-61 237

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U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

Executive Registry

63-3043

EXECUTIVE OFFICE OF THE PRESIDENT
Bureau of the Budget
Washington 25, D. C.

April 10, 1963

Mr. Lyman B. Kirkpatrick
Executive Director
Central Intelligence Agency
2430 E Street, N. W.
Washington 25, D. C.

Dear Mr. Kirkpatrick:

Beginning in Fiscal Year 1964 and thereafter a significant portion of automatic data processing (ADP) equipment will be purchased, rather than leased, in accordance with the provisions of Bureau of the Budget Circular No. A-54. The maintenance of purchased ADP equipment therefore has now become an important consideration.

When ADP equipment is leased, as has been true in the majority of past acquisitions, maintenance is provided by the manufacturer, i.e., the lessor. When ADP equipment is purchased, the purchasing agency currently has the option of either (1) contracting with the manufacturer for maintenance--and for such contractual arrangements there are existing Federal Schedule of Supply (FSS) contracts with the majority of ADP equipment manufacturers--or (2) providing its own maintenance.

There is currently no Government-wide criteria for use in choosing between contractual and in-house maintenance arrangements. There may be favorable possibilities inherent in the operation of maintenance service centers for all or part of the ADP equipment in one agency, even though dispersed, or on a regional basis for all agencies in that region. Suggestions for such centers have been made, but there is currently no criteria for making determinations of this kind.

The development of maintenance policy and criteria should of course be based upon a careful analysis of the Government's experience to date in providing its own maintenance of ADP equipment. Although we believe this experience to be limited, we have initiated a project for gathering experience information, evaluating it and, if sufficient, to use it in developing the maintenance policies and criteria needed. We will ask for some information from your agency, even though you may be procuring maintenance by contract. If you are providing your own maintenance for all or some of your ADP equipment, we likely will ask for additional information and may wish to visit with the person in charge of your maintenance organization.

Mr. William A. Gill of the Bureau's staff is in charge of the study. We ask that you designate a person in your organization to contact Mr. Gill (Code 113, Extension 3311) for the purpose of working out the information gathering requirements and such additional follow-up as may be required.

Sincerely yours,

Harold Seidman

Harold Seidman
Acting Assistant Director for
Management and Organization

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23 APR 1963

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**Acting Assistant Director for
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**Lyman B. Kirkpatrick
 Executive Director**

CONCURRENCE: 4/22

ADPS/JB (19 Apr 63)

Retyped: EA-DD/S:RBF:maq (22 Apr 63)

Distribution:

Orig & 1 - Adse

WLR 5 ER w/Basic, 03

1 - Signing Official

2 - DD/S

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K. White
 Deputy Director
 (Support)

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(EXECUTIVE REGISTRY FILE *Bureau of the Budget*)

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | | DATE | INITIALS |
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| | APPROVAL | DISPATCH | RECOMMENDATION | |
| | COMMENT | FILE | RETURN | |
| | CONCURRENCE | INFORMATION | SIGNATURE | |

Remarks:

Please prepare an appropriate reply for Kirt's signature, naming the person who will contact Mr. Gill, and route via this office. RMT

| FOLD HERE TO RETURN TO SENDER | | |
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| FROM: NAME, ADDRESS AND PHONE NO. | | DATE |
| Executive Director | | 12 Apr 63 |
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FORM NO. 237 Use previous editions
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U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

DD/S 63-1485
Executive Registry
63-3043

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Bureau of the Budget
Washington 25, D. C.

April 10, 1963

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Management and Organization

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